



Executive Office for United States Attorneys

Office of the Victims' Rights Ombudsman

HOW TO FILE A COMPLAINT

If you are a crime victim and you believe that a Department of Justice employee violated or failed to provide you with one or more of your rights, you may file a complaint with the Department of Justice. The complaint process is not designed for the correction of specific victims' rights violations, but is instead to request corrective or disciplinary action against Department of Justice employees.

[If you wish to file a complaint, you must use the standard "Complaint Alleging Failure of Department of Justice Employee to Provide Rights to a Crime Victim Under the Crime Victims' Rights Act of 2004 Form "](#). You can obtain a copy of the complaint directly from the Department of Justice component, or United States Attorney's Office, that you intend to name in your complaint. It is recommended that you speak with the Victims' Rights Point of Contact in those offices before filing your complaint.

Please review the complaint form carefully and provide as much information as you can. You may seek the advice of an attorney to assist you in understanding your rights and in filling out the complaint. It is not necessary to fill out every part of the form, but complete information will assist the Department of Justice in conducting a thorough review of your complaint.

Your complaint must be filed within sixty (60) days of your knowledge of a violation by the Department of Justice employee, but not more than one year after the actual violation. You must sign and date the complaint. If the crime victim is under eighteen (18) years of age, incompetent, incapacitated, or deceased, the complaint may be signed by a Legal Guardian of the crime victim or a representative of the crime victim's estate, family member, or any other person appointed by the court.

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